



## Minutes for Meeting August 9, 2006

<b>Date of Meeting:</b> August 9, 2006
<b>Name of Committee:</b> CITY CENTER ADVISORY COMMISSION
<b>Notes taken by:</b> Phil Nachbar / Sean Farrelly
<b>Called to order by:</b> Carl Switzer
<b>Time Started:</b> 6:30 pm
<b>Time Ended:</b> 10:30 pm

**Members Present:** Carolyn Barkley; Gretchen Buehner; Suzanne Gallagher; Alice Ellis Gaut; Lily Lilly; Carl Switzer

**Members Absent:** Alexander Craghead, Ralph Huges, Judy Munro, Roger Potthoff

**Others Present:** Lisa Olson

**Staff Present:** Phil Nachbar, Sean Farrelly

It was the decision of the group to re-prioritize the agenda and place the CCAC By-Laws at the top to accommodate Gretchen Buehner, who had a later appointment, to participate in the discussion.

**Agenda Item #1:** The minutes of July 26 were approved.

**Agenda Item #2:**

Important Discussion and/or Comments: Comments on the Streetscape Draft Report were received by Lisa Olson, current Chair of the Streetscape Working Group.

1. Concern that the plan includes mention of the Ash/Walnut crossing over Fanno Creek and the sensitivity of this issue in the community.
2. The kind of trees and placement was discussed. Conversation centered around 2 ideas: 1) Consideration for trees that allow retailers and their signage to be seen well by the public, 2) trees that have a longer leaf period than some of the other trees around downtown that are already starting to turn.

**Action Items (Follow-Up or Votes):** The comments provided by Alice Ellis Gaut and Gretchen Buehner will be forwarded to the Streetscape Working Group.

### **Agenda Item #3:**

#### **Important Discussion and/or Comments: CCAC By Laws**

The entire meeting was devoted to reviewing and modifying staff's draft of a set of By Laws for the CCAC. The draft was intended to be a starting point for consideration by City Council. The group decided to redraft a set that could be brought to the Council workshop on August 15<sup>th</sup>. The following is a general summary of the sections and difference between the Staff version and CCAC version. Both will be presented to Council.

#### **Basis for By Laws**

- Since its formation in July 2005, the Commission has been without by-laws. Its initial mission was to assist in the development of an Urban Renewal Plan. Now, with the passage of the Urban Renewal Ballot measure, its roles becomes more focused on the review and comments on Urban Renewal projects.
- Having a clear set of by-laws will provide direction and structure for the group on an on-going basis and when faced with the need for change.

#### **Summary of differences between Staff and CCAC versions**

The Staff version did not address items that the CCAC's version did including Chair / Vice Chair Responsibilities, Voting by Proxy, Minority Reports, removal of the Chair or Vice Chair, Amendments, and more CCAC involvement with appointments made to the CCAC, or removal of members as necessary.

#### **Section 1 Charge and Responsibilities**

- CCAC version adds other duties as assigned by the CCDA—if a new task needed to be assigned, we wouldn't have to change the by-laws to allow it.

#### **Section 2 Composition**

- The composition of the CCAC was set by the May 2005 resolution, and includes a total of twelve members (12) and two (2) alternates with the following representation: six (6) Downtown Taskforce Members, one (1) Planning Commission member, one (1) Parks and Recreation Board Member, and up to four (4) City residents or property owners at-large.

- Staff—9 total / 3, 5, 1 —idea was to create a stronger representation of Downtown property owners, and create a broader representation of the community. Did not recommend that members of other City boards be on the CCAC because from observation, it may be an unreasonable to expect one individual to make the necessary level of commitment to two boards.
- CCAC—wanted members to be either residents or own property / businesses in Downtown. Under the Staff composition, you could own a business in Tigard and be on the Commission, under the CCAC by-laws you have to be a resident or have a business in Downtown, contain a member of the planning commission, and have alternates. The CCAC also wanted the at-large members to represent a cross-section of interests in the community. One member wanted an affordable housing specialist to be from the group.

### Section 3 Appointments

- Staff—if enough vacancies are available to meet Composition, Council fills them or if not, the group is disbanded and reconstituted to meet the composition. Current members would have priority for reappointment. Staggering of terms at 1 or 2 years, max term 2 years.
- CCAC—Fill any vacancies to meet composition, if there are not enough openings to meet the composition, the Commission shall recommend to Council the removal of members by a method it chooses. In addition, the Commission wants to be able to make a recommendation for replacement or appointment of its members. Staggering of terms 5 @3year and 4 @ 2year. Max term is 3 years.

### Section 4 Terms

- Staff—2 year terms; Appointments made by Council with recommendation from Mayor.
- CCAC—3 year terms.
- Both full allow a combination of terms adding up to 6 years. Then a 1 year break before a reappointment. Appointments made by Council with recommendation from Mayor and CCAC.

### Section 5 Organization

- Staff—Chair / Vice Chair
- CCAC—Chair / Vice Chair elected annually, and may be replaced with a vote of no confidence. Any vote of no confidence must be on the agenda prior to the meeting. If Chair resigns, the CCAC shall re-elect and provide a replacement.

## Section 6 Voting, Voting by Proxy, Minority Reports

- No Staff section
- CCAC—uses Roberts rules of order, allows for voting by proxy, allows for minority report.

## Section 6/7 Commission Member Responsibilities

- Staff—provides both responsibilities and rules of conduct, see 2) and 5), b) and c).
- CCAC—adds responsibilities of Chair / Vice Chair. These were added to address potential concerns the Commission could have with leadership, and to be fair and upfront about its expectations for leadership.
- CCAC—adds shall not make representations on behalf of the CCAC w/out authorization of Council and CCAC, cannot meet outside in a quorum to discuss business.

## Section 7/8 Attendance

- CCAC—if you don't meet the attendance requirements, the issue is automatically placed on the agenda. Eliminates reluctance to remove a member.

## Section 8/9 Quorum

- Staff—removal based on attendance or Section 6 Responsibilities
- CCAC—can recommend to Council removal /replacement based on Section 6 Responsibilities

## Section 10 / 11 Annual Report / Memorandum of Annual

- Staff—annual report to include key activities and CCAC suggestions on its mission or goals for downtown. Reason: with a focused charge, CCAC would not otherwise be able to make such suggestions.
- CCAC—recommends annual memorandum with suggestions only.

## Section 11 / 12 Cessation

- Same

## Section 13 Amendments

- CCAC—allows Council to amend at its discretion or CCAC to make recommendations to Council for amendment.

**Action Items (Follow-Up or Votes):** Phil indicated that he would provide a draft of the suggested modifications and get it back to the commission to finalize for the August 15<sup>th</sup> Workshop with Council on the By Laws.

**Agenda Item #4:** Land Use / Design Guidelines  
**Important Discussion and/or Comments:** none

**Action Items:** No action.

**Agenda Item #5:** Developer letter  
**Important Discussion and/or Comments:** None.

**Action Items:** No Action.

**Agenda Item #6:** Interim Land Use / Urban Creek Corridor Overlay Regulations  
**Important Discussion and/or Comments:** None.

**Action Items (Follow-Up or Votes):** No action.

**Agenda Item #7:** Other business

**Important Discussion and/or Comments:** The group discussed the idea of having a social get together with Staff, and perhaps City Council as a way to get to know one another better. A few dates was suggested, Sept 8 or 9<sup>th</sup>. The concern was raised about the legality or appearance of a social gathering. The question was raised as to whether it was ok to get together in a quorum outside a regularly scheduled public meeting.

**Action Items (Follow-Up or Votes):** Phil Nachbar said that he would ask the City attorney about the social get together, and get back to the group at the next meeting.